



Manager's Report

for Council Meeting of April 11, 2006

BUSINESS LICENSES

Brentwood Detailing
Chase Enterprises, LLC T/A Curves
Chino Motors
CW Carr Auction Service
Deck Designs
Earth and Fire, Inc.
Franklin Estates Company of Loudoun
High Tech, Low Voltage
KB Masonry Contractor Inc.
Kumar & Gill Construction Corp.
Meriem
Overtime Photography
Pro Finish
Sola's, LLC
Spin, Digital Solutions
Sugarfist, LLC
The Lavender Moon Soap Company
The53 Group, DBA CSDS
Xuan Saigon Restaurant

HUMAN RESOURCES

New hires and terminations for the period of March 21 to April 3, 2006

New Hires

Cory McCain

Position

Utility Plant Operator Trainee

Department

WPCF

Promotions

None

Transfers

None

Separations

Rickey Schooley

Utility Customer Service Supervisor

UTL

Retirement

John S. Ebersole

Police Officer III

Police

PLANNING, ZONING & DEVELOPMENT**CURRENT PLANNING DIVISION**

| PLAN REVIEW ACTIVITY | | | |
|---|--|----------------------|--|
| PLANS REVIEWED DURING THE PERIOD OF: MARCH 21, 2006 – APRIL 3, 2006 | | | |
| Project Name (Address/Location) | Project Type | Submission Number | Proposal Description |
| Leesburg Plaza Shopping Center TLPF-2006-0001 (500 block of East Market Street) | Preliminary/Final Development Plan | 1 st | Proposal to construct a retail use on a pad-site in the Leesburg Plaza Shopping Center parking lot. |
| BB&T Parking Lot Expansion TLDW-2006-0001 | No Adverse Impact Certification Plan | 1 st | Proposal to expand the parking area for the existing bank use. |
| Ida Lee Park Trail, Phase 2 CIP 2001-02 | Capital Improvement Plan | 4 th | Proposal to construct a segment of trail from Rust Library to the western side of the park near Old Waterford Road. |
| Cornwall Medical Center TLPF-2005-0012 (224 Cornwall Street) | Preliminary/Final Development Plan | 2 nd | Proposal to construct a three-story 100,000 square foot medical office building addition onto the existing Loudoun Memorial Hospital complex. |
| Georgetown Mews, Lot 10 & ROW TLCP-2005-0001 (403 South King Street) | Correction Plat | 2 nd | Proposal to correct a boundary line between Lot 10 and public right-of-way along South King Street. |
| Fort Evans Plaza II (Carr Tank) International Pavilion (RPA-633-LC) TLBA-2005-0006 (550 Fort Evans Road) | Boundary Line Adjustment Plat and Deed | 3 rd | Proposal to adjust the boundary lines between the Town of Leesburg Carr Tank parcel and the surrounding parcels so that the Town parcel size increases allowing sufficient land for a second water tank. |
| Leesburg Commerce Center (161-163 Fort Evans Road) | Right-of-Way Plat | 3 rd | Proposal to dedicate street right-of-way in relation to the construction of 91,816 square feet of office and retail uses in two three-story buildings. |
| Leesburg Veterinary Specialists (165 Fort Evans Road) | Easement and Right-of- Way Plat | 3 rd | Proposal to dedicate street right-of-way and creation of various easements in relation to the construction of a 18,300 square foot veterinary clinic. |
| B & M Motorcars TLPF-2006-0002 (911-913 Edwards Ferry Road,) | Preliminary/Final Development Plan | 1 st | Proposal to construct a two-story 4,152 square foot building for vehicle sales and rental. |
| Potomac Crossing Church of Latter Day Saints TLPF-2004-0022 (800 block of Balls Bluff Road; SW Corner of Battlefield Parkway and Balls Bluff Road) | Preliminary/Final Development Plan | 4 th | Proposal to construct a 16,600 square foot church. |

| PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: MARCH 21, 2006 – APRIL 3, 2006 | | | |
|---|---------------------------------|----------------------|--|
| Project Name (Address/Location) | Project Type | Submission Number | Proposal Description |
| River Creek Village TLPF-2005-0008 (1400 block of Edwards Ferry Road) | Preliminary Development Plan | 2 nd | Proposal to construct 133, 000 square feet of retail and office including one stand alone sit-down restaurant. |
| Oaklawn Townhouses, Section I TLCD-2005-0001 | Construction Drawings | 3 rd | Proposal to construct 86 townhouses and related infrastructure. |
| Virts Corner Improvements | Sketch Plan | 1 st | Proposal to construct a realigned intersection of South King Street, Masons Lane and Route 650. |
| Ida Lee Park Trail, Phase 2 CIP 2001-02 | Capital Improvement Plan | 4 th | |
| Town of Leesburg Executive Airport Perimeter Fencing Project TLCI-2006-0001 | Capital Improvement Plan | 1 st | |

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

5 SFA – Potomac Station

9 SFD – Stowers

1 SFD – Georgetown Mews

1 SFD – Turner Wilson

Occupancy Permits Issued Commercial

703- E East Market Street – Household Finance

241 Fort Evans Road, Suite 685 – LaCoste – Outlet Mall

510 East Market Street – Jasmine Nail & Day Spa

40 Catoctin Circle – First Citizens Bank

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 1 Public Facility Permit was issued totaling \$2,766.
- 26 work orders issued for meter sets
- 27 requests for occupancy inspection were issued.

Capital Projects Update

- Five plans and one right-of-way permit was received and reviewed with five requests for water and sewer system computer modeling.
- The contract for Carr Tank No. 2 and Rt. 643 Tank designs were awarded to the engineering firm of Hazen and Sawyer. A pre-design meeting was held and the survey work will begin soon.
- The miscellaneous water system improvements main infrastructure on Wirt Street has been completed and paving is scheduled for mid-April.
- Six proposals were received from consulting firms in response to the Lower Sycolin Sewer Conveyance System. The RFP's have been reviewed by staff and three top firms ranked for possible interviews.
- Staff continues to work on streamlining the plan review process. Lyle Fisher is assigned to this project and will be helping with charts and graphic demonstrations.

TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of March 31, 2006

| Department | | Position Title | Date of Vacancy | Ad Placed | Apps Rcvd | Prelim Interview | Final Interview | Offered | Accepted |
|-------------------------------|----|--|-----------------|-----------|-----------|------------------|-----------------|---------|----------|
| Balch Library | 1 | Library Reference Specialist | 1/26/06 | √ | √ | √ | | | |
| | | | | | | | | | |
| Eng & PW | 1 | Senior Engineer (Plan Review) | 7/14/05 | √ | √ | √ | | | |
| | 1 | Maint. Worker I (Buildings) | 7/28/05 | √ | √ | √ | √ | √ | √ |
| | 1 | Admin Assoc I | 11/15/05 | √ | √ | √ | √ | √ | √ |
| | 1 | Maintenance Worker I (Streets Div) | 4/31/06 | √ | | | | | |
| | | | | | | | | | |
| Finance | 2 | Parking Enforcement Officers (PT) | 12/06/05 | √ | √ | | | | |
| | | | | | | | | | |
| Human Resources | 1 | HR Director | 6/30/05 | √ | √ | √ | | | |
| | | | | | | | | | |
| Parks & Recreation | 1 | Building Supervisor (PT) | 3/6/06 | √ | √ | | | | |
| | 1 | Sports and Fitness Rec. Program Super. | 3/24/06 | √ | | | | | |
| | | | | | | | | | |
| Planning & Zoning | 1 | Sr. Planner | 10/21/05 | √ | | | | | |
| | 1 | Sr. Planner | 3/28/06 | √ | | | | | |
| | 1 | Urban Forester | 3/14/06 | √ | | | | | |
| | | | | | | | | | |
| Police | 5 | Police Officer I | 4/7/05 | √ | √ | √ | | | |
| | 1 | Crime Scene Specialist | 3/1/06 | √ | √ | √ | | | |
| | 1 | Communications Tech | 1/27/06 | √ | √ | √ | | | |
| | | | | | | | | | |
| Total | 20 | | | | | | | | |

John Wells
Town Manager